

**SEWER
FUND**

SEWER FUND

MISSION STATEMENT: To provide an environmentally safe system for collection, treatment, and disposal of sewage and to do so through a user fee based revenue system.

SEWER FUND SUMMARY

		FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Budget	FY 07 Proposed	Change FY 06 - 07	Percent Change
Operating Revenues	\$	2,606,900	2,919,447	2,612,345	2,991,376	2,982,200	(9,176)	-0.3%
Interest	\$	34,754	60,000	47,804	58,160	38,000	(20,160)	-34.7%
Grants	\$	0	0	0	0	0	0	0.0%
SUBTOTAL REVENUES	\$	2,641,654	2,979,447	2,660,149	3,049,536	3,020,200	(29,336)	-1.0%
Borrowing								
Authorizations	\$	0	0	0	0	0	0	0.0%
Available Funds	\$	0	0	0	0	0	0	0.0%
Surplus Funds	\$	0	0	0	36,171	206,335	170,164	0.0%
TOTAL RESOURCES	\$	2,641,654	2,979,447	2,660,149	3,085,707	3,226,535	140,828	4.6%
Operating Budget	\$	1,848,190	2,043,395	1,852,698	2,120,957	2,351,036	230,080	10.8%
Gen. Fund Services	\$	247,991	235,384	235,384	234,141	291,289	57,148	24.4%
Debt Service	\$	265,473	371,668	371,668	365,609	359,210	(6,399)	-1.8%
Capital Program	\$	280,000	329,000	200,400	365,000	225,000	(140,000)	-38.4%
Interfund Transactions	\$	0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$	2,641,654	2,979,447	2,660,150	3,085,707	3,226,535	140,828	4.6%

SEWER FUND**RESOURCES**

GOAL STATEMENT: To provide an adequate amount and proper balance of revenue sources to ensure that the Sewer Fund is completely self-supporting.

CONTINUING OBJECTIVES:

To maintain projection models that facilitate rate setting.
To plan rate increases to meet long term Fund objectives.

LONG RANGE OBJECTIVES:**FY 07 OBJECTIVES:****SERVICE LEVELS:**

	FY 01 <u>Actual</u>	FY 02 <u>Actual</u>	FY 03 <u>Actual</u>	FY 04 <u>Actual</u>	FY 05 <u>Actual</u>
Funding Composition (%)					
Operating Revenues	92	95	95	99	98
Interest	3	5	4	1	2
Grants	0	0	0	0	0
Surplus Funds	5	0	1	0	0
Borrowing	0	0	0	0	0

SEWER FUND**RESOURCES**

	FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Budget	FY 07 Proposed	Change FY 06 - 07	Percent Change
Sewer Rates	\$ 2,482,245	2,828,000	2,475,170	2,878,512	2,839,200	(39,312)	-1.4%
Sewer Liens	52,864	52,864	37,635	53,921	35,000	(18,921)	-35.1%
Sewer Entrances	64,650	28,500	67,175	20,000	32,000	12,000	60.0%
Septic Disposal	36,255	36,255	32,430	36,980	36,000	(980)	-2.7%
Sewer Miscellaneous	3,725	0	0	36,000	0	(36,000)	-100.0%
Sewer Interest	34,754	60,000	47,804	58,160	38,000	(20,160)	-34.7%

SIGNIFICANT BUDGET CHANGES:

None.

SEWER FUND**4441: SEWER MAINTENANCE**

GOAL STATEMENT: To maintain sanitary sewers throughout the Town and provide a 24 hour a day response capability for emergency situations.

CONTINUING OBJECTIVES:

To continue to provide routine preventative maintenance of sewers through a program of cleaning, flushing and root removal.

To rehabilitate sewer lines as needed.

To identify and eliminate sources of inflow and infiltration to the sewer system.

LONG RANGE OBJECTIVES:

To accelerate the repair and replacement of defective and undersized sewer lines throughout the collection system.

To investigate the need and prioritize extensions to the sewer collection system.

FY 07 OBJECTIVES:

To video inspect approximately 10 miles of sewer lines to determine source of problems and repair or replace as necessary.

To continue to improve sewer system mapping using GIS.

To review and complete the sewer master plan.

To improve the sewer collection system in the following locations; Gaylord St, Sunset Ct, McClure St, Red Gate Ln, Market Hill Rd, and Orchard St.

SERVICE LEVELS:

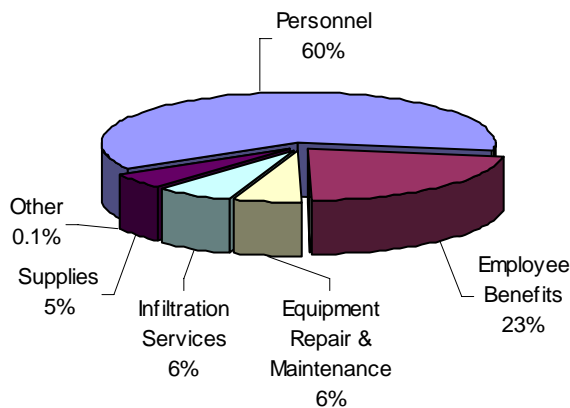
	<u>FY 01</u> <u>Actual</u>	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Actual</u>	<u>FY 05</u> <u>Actual</u>
Sanitary sewer complaints	130	65	59	47	82
Sewer main stoppages	14	12	15	10	12
Sewer main flushing (miles)	30	20	10	20	30
Sewer mains treated for roots (in linear feet)	3,000	3,500	17,438	4,846	5,189
Sewer maintained (miles)	80	80	90**	90	90
T.V.'d sections of problem sewers (in linear feet)	3,500	1,500	4,286	5.5	25,000

* Increase due to Hurricane Floyd

** Generated from GIS sewer mapping (includes Middle Street area sewers)

SEWER FUND**4441: SEWER MAINTENANCE**

		FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Budget	FY 07 Proposed	Change FY 06 - 07	Percent Change
Personnel Services	\$	65,842	120,110	59,792	120,948	134,176	13,228	10.9%
Operating Expenses	\$	19,942	18,400	19,819	18,400	27,000	8,600	46.7%
Capital Outlay	\$	0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$	85,784	138,510	79,611	139,348	161,176	21,828	15.7%
SOURCES OF FUNDS								
Sewer Revenues	\$	85,784	138,510	79,611	139,348	161,176	21,828	15.7%
POSITIONS								
Full Time		2.50	2.50	2.50	2.50	2.50	0.00	
Part Time with Benefits		0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents		2.50	2.50	2.50	2.50	2.50	0.00	

MAJOR COMPONENTS:

Personnel Services include funds for one equipment operator, a laborer/truck driver and half of a laborer/truck driver shared with the Highway budget in the General Fund, and health insurance and retirement benefits for these employees.

Equipment Repair and Maintenance include funds for renting equipment to pump sewers.

Infiltration Services provide funds for root control and video inspections.

Departmental Supplies provide miscellaneous sewer materials such as pipes, elbows, caps, etc.

SIGNIFICANT BUDGET CHANGES AND UNFUNDED RECOMMENDATIONS:

Personnel services increases due to employee steps, COLAs and Sewer Fund share of increases to employee health insurance costs (\$10,620) and retirement assessments (\$1,296).

SEWER FUND**4440: WASTEWATER TREATMENT PLANT**

GOAL STATEMENT: To treat all wastewater discharges to the Connecticut River within Environmental Protection Agency Standards.

CONTINUING OBJECTIVES:

To maintain plant operations at a high level of efficiency through routine updates and modernization of equipment.
 To keep all preventive maintenance programs current.
 To improve operation and maintenance of the sewer collection system.
 To utilize the sewer video camera to define areas of future sewer improvements.
 To investigate and identify sewers that need to be replaced or repaired

LONG RANGE OBJECTIVES:

To investigate and promote water reuse when it is environmentally compatible.
 To reduce the amount of leakage into the sewer collection system.
 To replace emergency generators at West St and Stanley St pumping stations
 To install a new emergency generator at the Amherst Fields pumping station.

FY 07 OBJECTIVES:

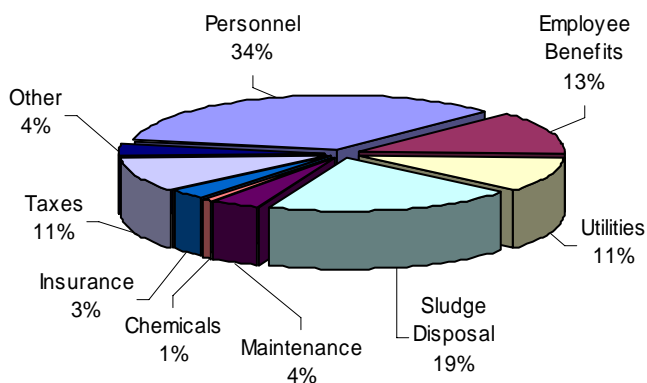
To support the reuse of treated effluent at the proposed new power facility and athletic fields at UMass.
 To update the telemetry and alarm systems at the treatment plant and pump stations.
 To continue to locate, prioritize and schedule rehabilitation of the sewer collection system.
 To improve our GIS mapping of the wastewater collection system.
 To sandblast and repaint steel structures in treatment tanks at the wastewater treatment plant.
 To replace tank drain valves on 3 primary clarifiers

SERVICE LEVELS:

	<u>FY 01</u> <u>Actual</u>	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Actual</u>	<u>FY 04</u> <u>Actual</u>	<u>FY 05</u> <u>Actual</u>
Flow totals (billion gals)	1.6	1.34	1.31	1.65	1.53
Chlorine (lbs)	14,034	13,656	12,775	11,840	11,575
Polymer (lbs)	3,421	3,092	2,963	2,687	2,837
Mass WPC Reports & Federal Reports	12	12	12	12	12
% of tests achieving EPA standards:					
Main Plant	100%	100%	100%	100%	100%
Pumping stations operated	17	17	18	18	18
Grit & screenings deposited at sanitary landfill (cu.yd)*	102	100	60	53	141
Septic waste delivered to plant (loads)	312	332	251	275	251
Gallons of liquid sludge disposed	3,727,700	3,515,265	3,638,000	3,711,200	3,537,600
Tons of dry sludge produced	1,050	1,054	1,100	1,080	1,030

SEWER FUND**4440: WASTEWATER TREATMENT PLANT**

		FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Budget	FY 07 Proposed	Change FY 06 - 07	Percent Change
Personnel Services	\$	751,217	886,603	823,584	940,387	1,053,517	113,129	12.0%
Operating Expenses	\$	1,004,903	1,006,282	937,388	1,029,221	1,123,344	94,123	9.1%
Capital Outlay	\$	6,286	12,000	12,115	12,000	13,000	1,000	8.3%
TOTAL APPROPRIATION	\$	1,762,406	1,904,885	1,773,087	1,981,608	2,189,861	208,252	10.5%
SOURCES OF FUNDS								
Sewer Revenues	\$	1,762,406	1,904,885	1,773,087	1,981,608	2,189,861	208,252	10.5%
Surplus Funds	\$		0	0	0	0	0	0.0%
POSITIONS								
Full Time		13.75	14.75	14.75	15.25	15.25	0.00	
Part Time with Benefits		0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents		13.75	14.75	14.75	15.25	15.25	0.00	

MAJOR COMPONENTS:

Personnel Services include salaries for the Water Resources Director (shared with the Water Fund), a division director, a supervisor/mechanic, two senior crew supervisors, four equipment operators, one laboratory technician, two mechanics, one maintenance worker and an engineer, a jr. engineer, and an assistant to the Superintendent of Public Works, shared with the General Fund and Water Fund, a utility technician and a GIS Administrator and two electricians shared with the Water Fund. Also included is \$275,975 for health, retirement, life insurance and other employee benefits and \$35,000 for overtime.

Utilities include \$220,000 for electricity, \$17,500 for fuel and \$3,700 for water.

Maintenance includes funds for repair of facilities, vehicles and equipment.

Insurance includes building, vehicle and liability coverage.

SIGNIFICANT BUDGET CHANGES AND UNFUNDED RECOMMENDATIONS:

Personnel services increases include Sewer Fund share of increases to employee health insurance costs (\$27,865) and retirement assessments (\$15,411). Fuel budget increases by \$6,500 (59%), electricity by \$45,000 (25%), and sludge disposal (contracted) increases by \$20,000 (4.9%).

SEWER FUND**GENERAL FUND SERVICES**

GOAL STATEMENT: To compensate the General Fund for services provided by various departments.

CONTINUING OBJECTIVES:

To ensure that all costs related to sewer services are identified and appropriately charged through evaluation and modification of the indirect cost model used to assess charges for General Fund administrative support.
To charge the General Fund for services provided.

LONG RANGE OBJECTIVES:**FY 07 OBJECTIVES:**

To consider converting indirect charges for some General Fund Services to direct expenses included in the Sewer Fund.

SERVICE LEVELS:

	<u>FY 01 Actual</u>	<u>FY 02 Actual</u>	<u>FY 03 Actual</u>	<u>FY 04 Actual</u>	<u>FY 05 Actual</u>
Number of departments reimbursed	7	7	7	7	6
Percentage of total Fund expenses paid to the General Fund	8	9	10	10	8

SEWER FUND**GENERAL FUND SERVICES**

		FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Budget	FY 07 Proposed	Change FY 06 - 07	Percent Change
General Fund Services	\$	247,991	235,384	235,384	234,141	291,289	57,148	24.4%
Transfers to Other Funds	\$	0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$	247,991	235,384	235,384	234,141	291,289	57,148	24.4%
SOURCES OF FUNDS								
Sewer Revenues	\$	247,991	235,384	235,384	234,141	291,289	57,148	24.4%

MAJOR COMPONENTS:

General Fund Services: The General Fund provides services which are used by the Sewer Fund. Transfers are made from the Sewer Fund to the General Fund to compensate for the cost of these services. Additionally, the General Fund uses resources of the Sewer Fund and pays for that use. These payments are netted against amounts owed to the General Fund. Charges for FY 07 are as follows:

Select Board/Town Manager	7% of budget	\$ 19,385
Finance Department	9% of budget	107,204
Human Resources	6% of budget	17,124
Human Rights	6% of budget	4,513
Information Technology	5% of budget	22,588
Public Works Administration	26% of budget	101,335
Equipment Maintenance	10% of budget	28,703
Town Hall Debt		21,437
Rental of Ruxton Space		(6,000)
Rental of Garage at Wastewater Treatment Facility		(15,000)
Rental of Equipment for Catch Basin Cleaning		<u>(10,000)</u>
TOTAL		<u>\$ 291,289</u>

SIGNIFICANT BUDGET CHANGES:

Reimbursements reflect a net increase from FY 06.

SEWER FUND**DEBT SERVICE**

GOAL STATEMENT: To provide funds for principal and interest payments for temporary and long-term debt.

CONTINUING OBJECTIVES:

To evaluate and recommend appropriate debt service levels for the Fund.

LONG RANGE OBJECTIVES:**FY 07 OBJECTIVES:**

To make payments on debt incurred to reconstruct Middle Street sewer mains.

To make payments on debt incurred for the Chapel Road/Mechanic Street sewer extension.

SERVICE LEVELS:

	FY 01 <u>Actual</u>	FY 02 <u>Actual</u>	FY 03 <u>Actual</u>	FY 04 <u>Actual</u>	FY 05 <u>Actual</u>
Number of issues outstanding	0	0	1	1	3

SEWER FUND**DEBT SERVICE**

		FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Budget	FY 07 Proposed	Change FY 06 - 07	Percent Change
Principal	\$	198,000	294,000	294,000	294,000	294,000	0	0.0%
Interest	\$	67,473	77,668	77,668	71,609	65,210	(6,399)	-8.9%
TOTAL APPROPRIATION	\$	265,473	371,668	371,668	365,609	359,210	(6,399)	-1.8%
SOURCES OF FUNDS								
Sewer Revenues	\$	265,473	371,668	371,668	365,609	359,210	(6,399)	-1.8%

MAJOR COMPONENTS:	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Middle Street Sewer	\$194,000	\$37,960	\$231,960
Chapel/Mechanic Sewer	<u>100,000</u>	<u>27,250</u>	<u>127,250</u>
	<u>\$294,000</u>	<u>\$65,210</u>	<u>\$359,210</u>

SIGNIFICANT BUDGET CHANGES:
None.

SEWER FUND**CAPITAL PROGRAM SUMMARY**

GOAL STATEMENT: To provide for the maintenance and improvement of the Town's sewer system.

CONTINUING OBJECTIVES:

To maintain a capital plan that ensures the efficiency and effectiveness of the services provided by the Sewer Fund.

LONG RANGE OBJECTIVES:**FY 07 OBJECTIVES:**

To upgrade flow meter to support UMass water reuse project.
 To continue collection systems improvements.
 To continue DPW facility repairs.

SERVICE LEVELS:

	FY 01 <u>Actual</u>	FY 02 <u>Actual</u>	FY 03 <u>Actual</u>	FY 04 <u>Actual</u>	FY 05 <u>Actual</u>
Number of Projects:					
Departmental Equipment	2	1	1	2	3
Existing Facilities	5	4	4	3	2
New Facilities	0	0	0	0	0

SEWER FUND**CAPITAL PROGRAM SUMMARY**

		FY 04 Actual	FY 05 Budget	FY 05 Actual	FY 06 Budget	FY 07 Proposed	Change FY 06 - 07	Percent Change
Departmental Equip.	\$	65,000	124,000	124,000	160,000	0	(160,000)	-100.0%
Existing Facilities	\$	215,000	205,000	76,400	205,000	225,000	20,000	9.8%
New Facilities	\$	0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$	280,000	329,000	200,400	365,000	225,000	(140,000)	-38.4%
SOURCES OF FUNDS								
Sewer Revenues	\$	280,000	329,000	200,400	328,829	72,537	(256,292)	-77.9%
Other Available Funds	\$	0	0	0	0	0	0	0.0%
Surplus Funds	\$	0	0	0	36,171	152,463	116,292	0.0%
Borrowing	\$	0	0	0	0	0	0	0.0%
Grants	\$	0	0	0	0	0	0	0.0%

MAJOR COMPONENTS:

Facilities

\$ 200,000

Collection System
Improvements

20,000

Sandblast and Paint
Treatment Units

5,000

DPW Facility Improvements